

**SPECIAL USE PERMIT APPLICATION
TOWN OF FAIRVIEW**

7400 Concord Highway Monroe NC 28110

Application Number: _____ Date of Application: _____

I. Applicant / Owner Information

- A. Applicant's Name: _____
Address: _____
Phone: _____
- B. Owner's Name: _____
Address: _____
Phone: _____

II. Property Information

- A. Property Location: _____

- B. Tax Parcel Number: _____
- C. Deed Book _____ Page _____
- D. Existing Zoning _____ *If Rezoning proposed:* Proposed Zoning _____
Is a Rezoning Application being submitted with SUP Application? _____
- E. Existing Use _____ Proposed Use _____
- F. Property Size _____ (Sq. Ft./Acres)

III. Other Required Information (Attach The Following)

- A. Narrative describing the requested special use in sufficient detail and a justification that the special use meets the standards and intent contained in the Land Use Ordinance.
- B. List of owners' names, addresses, the tax parcel numbers, use(s), and current zoning classifications of all adjoining properties. Please include stamped envelopes containing the names and addresses of all those to whom notice of a public hearing must be sent.
- C. A scaled boundary survey drawn to an appropriate scale prepared by and certified to be correct by a surveyor or engineer registered with the State of North Carolina, showing dimensions of the property and adjacent lots and streets, the total acreage, present zoning classification(s), date and

north arrow. On copies of this survey shall be drawn the following information for the proposed use as necessary:

- (1) All existing easements, reservations, right-of-way and all yard requirements for the zoning district.
- (2) A site plan showing all existing and/or proposed buildings, storage areas, parking and access areas, proposed size layout and setbacks of land and proposed structures, and proposed number, type, and location of signs. For residential uses this shall include the number of units and an outline of the area where the structures will be located. For nonresidential uses, this shall include the approximate square footage of all structures and an outline of the area where the structures will be located.
- (3) Traffic, parking and circulation plans, showing the proposed locations and arrangement of parking spaces and access points to adjacent streets.
- (4) Landscape plan at the same scale as the site plan showing existing and proposed trees, ground cover and landscape material, proposed screening, and buffering (if applicable) including walls, fences or planted areas as well as treatment of any existing natural features.

D. Certification from owner of record that applicant has authorization to apply for this zoning action. (This is needed only if the applicant is not the property owner). Certification shall be notarized.

E. Application processing fee. Attach check, payable to the *Town of Fairview* in the amount of \$250 to: Town of Fairview, 7400 Concord Highway
Monroe NC 28110 Attn : Ed Humphries

I, the undersigned owner or authorized representative, hereby submit this application with the attached information. The information and documents provided are complete and accurate to the best of my knowledge.

DATE

SIGNATURE OF OWNER OR AUTHORIZED
REPRESENTATIVE

Please submit ten (10) copies of complete application package (this application form plus additional required documents) to the Land Use Administrator for his review and subsequent review by the Board of Adjustment.